

**DSPS Counselor / Learning Disabilities Specialist (Full-Time Tenure Track to begin July 1, 2024)**  
**Citrus Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=230152>

Downloaded On: May. 8, 2024 10:20pm

Posted Feb. 5, 2024, set to expire May 31, 2024

<b>Job Title</b>	DSPS Counselor / Learning Disabilities Specialist (Full-Time Tenure Track to begin July 1, 2024)
<b>Department</b>	DSPS
<b>Institution</b>	Citrus Community College Glendora, California
<b>Date Posted</b>	Feb. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4984509">https://apptrkr.com/4984509</a>

**Apply By Email**

**Job Description**

DSPS Counselor / Learning Disabilities Specialist (Full-Time Tenure Track to begin July 1, 2024)

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**Position Description**

**POSITION SUMMARY**

This full-time tenure track DSPS Counselor/Learning Disabilities Specialist position reports to the Director of DSPS. The 10-month assignment includes 175 contract days between the period of July 1 and June 30. The schedule may consist of day and/or evening hours.

Classes are offered on a 16-week calendar (fall and spring semesters), as well as in a variety of non-traditional scheduling options: winter intersession, evenings, summer sessions, and optional class

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formats, such as online education courses.

This position is contingent upon funding and final Board approval.

**Required Qualifications**

**MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE**

- Demonstrated understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.
- Master's degree in rehabilitation counseling, OR
- Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, OR
- Bachelor's degree in marriage and family therapy or in marriage, family and child counseling AND possession of a license as a Marriage and Family Therapist (MFT); and either fifteen (15) or more semester units in upper division or graduate level course work related to people with disabilities, or completion of six (6) semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services program or in a program dealing with people with disabilities, or two years of fulltime experience, or the equivalent, in one or more of the following:
  - (A) Counseling for students with disabilities; or
  - (B) Counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities are for persons with disabilities, or the equivalent.

**Preferred Qualifications**

**PREFERRED QUALIFICATIONS**

- Minimum of three (3) years of experience working as a DSPS counselor.
- Evidence that demonstrates counseling students with disabilities at the post-secondary level.
- Certificate of successful completion of the Learning Disabilities Eligibility and Scoring Model (LDESM) training provided by the Chancellor's Office for the California Community Colleges.
- Experienced in the administration, scoring and interpretation of the Wechsler Adult Intelligence Scale, the Wechsler Individual Achievement Test, the Woodcock-Johnson Cognitive and Achievement Assessment, and the Nelson-Denny Reading Test.

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**Licenses and Certificates**

**LICENSES AND CERTIFICATES**

- LDESM Certificate (Note: Be sure to upload your certificate under "Documents Needed to Apply" section of the application.)

**Recruitment Start Date** 01/31/2024

**Open Until Filled** Yes

**First Consideration Date** 03/15/2024

**Salary Range** Salary to be determined by the candidate's proper placement on the current Faculty Salary Schedule, which is based on education and experience, and can be found at the Citrus College website. Maximum placement for newly hired instructor is Step 7.

**Pay Rate** To be determined by the District.

**Benefits**

**BENEFITS**

The District provides a fully-paid, comprehensive program of fringe benefits including major medical, dental, and vision insurance for full-time employees and eligible dependents. Life insurance provided for the employee only.

**FLSA Exempt**

**Department** DSPS

**Percentage of Time** 100%

**Months per Year** 10 months

**Work Days per Week** 175 contract days between July 1 and June 30

**Work Schedule per Day** To be determined by the District.

**Essential Duties and Responsibilities**

**ABOUT THE COUNSELING PROGRAMS AND SERVICES AREA**

Counseling Programs and Services support Citrus College's mission to help students realize their full potential. Our primary objective is to provide opportunities for students to clarify their values and goals so they can make informed decisions about their educational, career/transfer pursuits. We are dedicated to cultivating future leaders by providing encouragement and support towards achieving their goals.

**ABOUT THE DISABLED STUDENT PROGRAMS AND SERVICES AREA**

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The DSPS department provides a wide range of support services which are in addition to those offered to the general student population including, but not limited to disability management counseling, learning disability assessment, adaptive testing, sign language interpreting, alternate media, registration assistance, educational assistance classes, and access to the high-tech center lab.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide academic, vocational, and disability-management counseling to students with a variety of disabilities.
- Counseling activities include but are not limited to: review of disability verification documentation, initial interviews, accommodation orientations, update file appointments to evaluate and document student progress, general advisement, registration assistance, and maintenance of student files.
- Prescribe reasonable accommodations and recommend support services for students with a wide range of disabilities, abilities, and needs; when appropriate interface with parents and advocates.
- Develop Academic Accommodation Plans, including ongoing needs assessments and assistive technology recommendations that are pertinent to students with disabilities. Provide community referrals as appropriate.
- Administer and interpret learning disability assessment utilizing the California Community College Learning Disabilities Eligibility Scoring Model (LDESM).
- Maintain detailed and accurate records for each student utilizing services in compliance with State and Federal Regulations.
- Conduct student workshops and teach Educational Assistance Courses.
- Provide consultation and support to faculty and staff regarding student educational needs; Maintain liaison with instructors to trouble shoot complex accommodations.
- Provide in-service trainings and workshops to faculty and staff.
- Attend and participate in counseling and DSPS area meetings.
- Engage in other professional duties including division, department and committee work, curriculum development, conferences, and liaison with other programs on campus.
- Meet obligation with regard to scheduled appointments, office hours and other duties in accordance with prevailing policy.
- Undertake other duties as assigned.

**Knowledge, Skills and Abilities**

**KNOWLEDGE, SKILLS AND ABILITIES**

- Familiar with assistive technology and alternate media options in order to make recommendations for student accommodations.
- Possess excellent verbal and written communication skills to work cooperatively with faculty and staff

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to facilitate effective implementation of accommodations and to mitigate accessibility barriers.

- Solution focused and able to problem solve through complex or unique student cases.
- Ability to work effectively as a member of the counseling division and DSPS team.
- Willingness to participate in shared governance committees and advocate for the needs of students with disabilities.
- Ability to develop and assess student learning outcomes.
- Evidence of computer literacy and able to use technology to deliver counseling services.
- Experienced in the administration and interpretation of learning disability assessments.
- Possess excellent organization skills.

**Citrus College Diversity Statement**

**CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**About Transcripts**

**ABOUT TRANSCRIPTS**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

**Selection Process**

**SELECTION PROCESS**

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- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

**To apply, please visit:** <https://employment.citruscollege.edu/postings/885>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

DSPS  
Citrus Community College

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